



ROBERT G. ATKINS

AGRICULTURAL COMMISSIONER/  
SEALER OF WEIGHTS AND  
MEASURES

# County of San Diego

DEPARTMENT OF AGRICULTURE, WEIGHTS AND MEASURES  
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TO: Owners/Agents of Multi-unit properties with utility meters

FROM: Robert G. Atkins  
Agricultural Commissioner/Sealer of Weights and Measures

## REQUIREMENTS FOR TESTING UTILITY SUB-METERS AT A CENTRAL LOCATION

Testing of commercial sub-metered utility devices by the Department of Agriculture, Weights and Measures (hereinafter, Department) is required prior to commercial use and no more than every ten (10) years of use, thereafter. More frequent testing may be conducted, however.

The Department requires that you submit a minimum of 10% or up to 50 meters annually for testing for each type of sub-meter (electric, vapor and water) unless you have recently had all of your sub-meters tested. The purpose of this requirement is to ensure that all meters are tested at least once every ten years. It will be necessary for you to disconnect\* the meters, remove all fittings and debris (especially from gas and water meters), identify the business location by labeling the meters, and transport them to our testing facility located at 5555 Overland Avenue, Building 3, San Diego, CA 92123 between 8:00 a.m. and 4:00 p.m., Monday thru Friday. **Failure to deliver a meter, as required, to the central testing facility is a misdemeanor.** Please call if you are unsure if your meters are due. Meters will be inspected and tested in the order they are received. The approximate turn around time is three to four (3-4) weeks.

To facilitate and expedite meter testing, each zip code has been assigned to a specific quarter of the year. **Please review the quarterly schedule on the reverse side and submit your meters in the quarter assigned for your zip code.** When the testing is completed, you will be notified by telephone. Due to space limitations, it will be necessary for you to pick up the completed meters within 5 working days. **Any meters not claimed within 90 days of testing, may be disposed of as unclaimed property.**

If a change of ownership has occurred, or a new billing format has been instituted, you are required to submit photocopies of sub-meter utility bills (one tenant only - minimum 3 consecutive months), which show charges that are typical for each tenant.

Thank you for your continued cooperation and patience. If you have any questions please call (858) 694-2778.

\* In order to continue metering the tenant's utilities, replacement meters may be substituted. All spare replacement meters shall be type-approved for commercial use and must bear a valid Weights and Measures Seal prior to installation. Replacement meters with no seal, or meters bearing seals older than 10 years, should first be submitted and tested.

### TESTING SCHEDULE FOR SUBMETERS

1ST QUARTER JANUARY-MARCH	2ND QUARTER APRIL-JUNE	3RD QUARTER JULY-SEPTEMBER	4TH QUARTER OCTOBER- DECEMBER
91905	91901	91932	91911
91906	91931	91950	91935
91910	91945	91978	91942
91913	91977	92008	91962
91917	92005	92020	92002
91934	92019	92026	92009
91941	92025	92031	92021
91948	92029	92040	92027
91963	92037	92056	92032
92003	92054	92064	92057
92004	92061	92071	92065
92014	92070	92084	92078
92024	92083	92103	92081
92028	92102	92107	92086
92035	92106	92111	92104
92036	92110	92113	92108
92060	92116	92117	92114
92069	92119	92118	92120
92082	92137	92127	92139
92101	92154	92536	92173
92105	92590	91915	91980
92109	91902	91947	92010
92115	92075	92122	92041
92126	92077	92123	92055
92302	92121	92124	92007
92130	92133	92129	92128
92131	92136	92135	92145

Please use the testing schedule in the following manner:

1. Locate, in one of the columns above, the zip code where the sub-meters are in use.
2. Each zip code column is titled with a three-month period.\*
3. The indicated three-month period is the time frame for submitting ten-percent of each type of sub-meter to the Department of Agriculture, Weights and Measures.  
Our offices are located at 5555 Overland Avenue, Building 3, San Diego, California 92123.

\*(Example: Zip code 91932 is in column 3. The column is titled: 3rd Quarter - July through September.)

For convenience, you may wish to contact other sub-metered properties within the same zip code and coordinate the transportation of the sub-meters in one vehicle. This may alleviate some unnecessary trips to our central testing facility.

If you cannot locate the correct zip code or it does not appear on this list, please call us at (858) 694-2778. Thank you for your cooperation.

**Please Note:** This schedule applies to all SUB-METERS used commercially.